



Example of Coordinator, Production Job Description

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Our company is looking for a coordinator, production. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for coordinator, production

- Coordinate outside resources remote emergency production
- Organize department slicks, reprints, production room, proposal library, print room and supply areas
- Responsible for trimming, binding, hole punching, imposing, laminating and all other production processes
- Attend news and production meetings as necessary
- Support executive and management teams
- Schedule and set up team meetings and larger conferences and events
- Perform a variety of duties to support department and team objectives
- Assist team members to submit or escalate Helpdesk tickets when appropriate
- Responsible for providing company policy & procedure information to team members regarding purchasing, expenditures, travel, use of facilities, and equipment use
- Asset Management & Purchasing (hardware, software, misc peripherals)

Qualifications for coordinator, production

- Proficiency in Excel, Powerpoint and MS Word a must
- Understanding of the digital and print art-working process
- Demonstrate strong time management skills with the ability to meet tight deadlines at all times and multi-task
- Good judgment, a sense of initiative and a professional working manner
- A problem-solver who is methodical and detail oriented and organized

